## Know and Grow Your Skills

Here is a simple tool that can help you find the right volunteer experience for you and your needs.

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| **Skills Area** | **Skills** | **Skills I’m Good At** | **Skills I’d Like to Develop** |
| Communication Skills | Reading, writing, talking, listening, questioning, explaining, persuading, teaching, resolving conflicts |  |  |
| Leadership Skills | Making decisions, directing/supervising, initiating, planning, organizing, coaching |  |  |
| Teamwork Skills | Serving, assisting, cooperating, facilitating, helping, advising/counselling, supporting, following |  |  |
| Critical Thinking Skills | Problem solving, investigating/researching, assessing, analyzing, synthesizing |  |  |
| Numeracy Skills | Counting, calculating, measuring, estimating, filing, sorting, budgeting, scheduling, classifying |  |  |
| Problem Solving Skills | Assessing, adapting, collaborating, visioning, tracking trends, researching |  |  |
| Organizational Skills | Managing information, managing multiple responsibilities, administering, scheduling, coordinating, planning |  |  |
| Technical Skills | Using computers, operating equipment, maintaining equipment, constructing, repairing, building |  |  |
| Self-Management Skills | Adapting, risk-taking, managing time, learning, managing money, managing stress, self-directed |  |  |
| Creative Skills | Creating/inventing, designing, forming, improvising, experimenting, performing, drawing, writing |  |  |